



Compassion, Connection and Courage for Every Woman

www.wrcmanatee.org

Volunteer Opportunities at The Women's Resource Center of Manatee

Date: _____

Please put a check mark beside activities that interest you.

- Front Desk** - answering phones, making appointments, greeting visitors and sharing information about our programs as well as services in the community. These are four hour shifts.
- Special Mailings** – Fold and stuff envelopes quarterly for newsletters, etc.
- Office Help** – Imputing into data base, filing. Approximately (4 hour per week.)
- Committee work** – Work on an on-going committee

Resource Development: Meets at 5:30 on the last Tuesday of the Month at Mangrove Grill. The purpose of the Resource Development Committee is to plan events that generate income for the WRC.

We have two major fundraisers during the year and the work on this committee includes the following:

- Brainstorming Event Ideas
- Developing Sponsorship Packets for Events
- Soliciting Donations for raffles, auctions and sponsorship
- Organizing Volunteers to work the event
- Writing Press Releases for the events

PR Committee: Meets at 8 am on the last Wednesday of the Month at the WRC. The purpose of this committee is to build awareness for the WRC throughout the community.

The work of this committee includes:

- Reviewing the website and making recommendations for additions/improvements
- Writing press releases about upcoming programs/major gifts and donations
- Reviewing PR material such as brochures, invitations, etc. to ensure branding and consistency
- E-mail blasts pertaining to upcoming events and activities

□ **Career Closet** – Work in sorting room at **WRC**. You must be able to sort clothing and make decisions on what is appropriate for or in our resale Boutique I downtown Bradenton.

□ **Restyled Rags** – Work in our resale Boutique in downtown Bradenton. This work is similar to a retail job helping customers, pricing clothing, etc.

□ **Computer teacher** – Teach basic Word, Excel and surfing the Web. Classes are held weekly 1 ½ hours each and run for four weeks.

□ **Coordinators** – We need volunteer coordinators to be responsible for a specific committee or project. You will work closely with the Executive Director or the Program Coordinator as well as volunteers.

- Legal Coordinator for our Legal Program-
- Career Closet Coordinator
- PR Coordinator

□ **Grant Writer** – Must have strong writing skills in this volunteer position. Read and complete grant applications for vital funding for our programs.

□ **Secret Shopper** – For the WRC as well as Restyled Rags. In this unique position you will call the WRC to ask questions about our services, as well as referral information. You will have a sheet to grade the performance of our staff and volunteers and give us feedback that is vital to the organization. The feedback will be used to make us better and ensure we are providing the best possible service to the women in our community.

For Restyled Rags, we are looking for volunteers to shop and give us feedback on the staff and volunteers as well as the quality of clothing available. Again, the purpose of the “secret shopper” is to make us better.

□ **Specific Skills You Would Like to Share:** _____

Name: _____

Address: _____

Phone: _____ E-mail _____

Reference: _____

Time Commitment / Availability _____

Where did you hear about the center _____

Contact: Denise Watkins dwatkins@wrcmanatee.org or Maria V. Zavala mzavala@wrcmanatee.org or call 747-6797

Master/Volunteers/Volunteer opportunities